



1. CALL FOR TENDERS

Consultancy services to produce the Universal Jurisdiction Annual Review 2025

TRIAL International, implementing the project "Global Initiative Against Impunity for International Crimes and Serious Human Rights Violations: Making Justice Work" under EU funding, is procuring services to promote accountability under universal jurisdiction.

Participation in tendering is open on equal terms to natural and legal persons. No more than one tender can be submitted by a natural or legal person. In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded. Subcontracting is not allowed.

The following criteria will be applied to the tenderers:

Part A: Selection

1) Professional and technical capacity of the tenderer

- 1- Professional certificate appropriate to this contract, such as a master's degree in international human rights law, international humanitarian law or international criminal law;
- 2- At least 6 years of relevant experience, of which at least 4 in the international criminal justice sector;
- 3- Extensive knowledge of extraterritorial and universal jurisdiction cases and legal frameworks;
- 4- Experience in researching substantive and procedural aspects of international and national criminal law;
- 5- Strong understanding of principles and procedures of criminal justice;
- 6- Experience in report writing with prior publication experience;
- 7- Experience in leading and coordinating a project having multiple partners;
- 8- Full proficiency in English, including excellent English writing skills.

The quality of each technical offer will be evaluated in accordance with the selection criteria and the weighting further detailed in the evaluation grid of the tender dossier.

Part B: Award

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened.

The award criteria is the best price-quality ratio, established by weighing technical quality against price on an 80/20 basis.

The submission of offer to this call for tender may not result in the award of a contract.

TRIAL International will not be responsible for any costs or expenses incurred by the tenderers in connection with the preparation and submission of their tenders to TRIAL International.



2. TERMS OF REFERENCE

2.1 CONTEXT

The project "Global Initiative Against Impunity for International Crimes and Serious Human Rights Violations: Making Justice Work" financed by the European Union seeks to address an increasing climate of impunity for core international crimes and serious human rights violations through fostering comprehensive justice and accountability.

The services to be provided under this contract will support TRIAL International's efforts in fighting impunity for international crimes through extraterritorial and universal jurisdiction. In order to contribute to a better understanding of extraterritorial and universal jurisdiction and their implementation, TRIAL International publishes each year, since 2015, the [Universal Jurisdiction Annual Review \(UJAR\)](#), which is a unique compilation of extraterritorial and universal jurisdiction cases around the world. The UJAR is published in collaboration with the Center for Justice and Accountability (CJA), Civitas Maxima, the European Center for Constitutional and Human Rights (ECCHR), the International Federation for Human Rights (FIDH) and REDRESS, referred below as "the partners". TRIAL International seeks a consultant to research, coordinate and draft the 2025 edition of the UJAR.

The UJAR is mainly composed of an introductory article, which is drafted by the consultant in consultation with TRIAL International and its partners, and a compilation of case sheets detailing information on the suspect, the charges, the facts and the procedure for each extraterritorial or universal jurisdiction case that was introduced or has seen developments in 2024. The list of cases is drafted by the consultant, with TRIAL International's support, at the beginning of the service contract. Based on the final list of cases, some case sheets are drafted by the consultant, on the basis of publicly available information and inputs from external contributors contacted by the consultant, and reviewed by TRIAL International. The remaining ones are drafted by TRIAL International and its partners and reviewed by the consultant. Around 30 case sheets will be drafted by the consultant, while around 90 will be drafted by TRIAL International and its partners and reviewed by the consultant. These figures will need to be adjusted on the basis of the final list of cases.

2.2 OBJECTIVE, PURPOSE & EXPECTED RESULTS

The purposes of this contract are to:

- 1) Research 2024 developments in universal and extraterritorial jurisdiction cases around the world;
- 2) Draft the 2025 edition of the Universal Jurisdiction Annual Review (UJAR);
- 3) Coordinate throughout the project the work of TRIAL International and its partners;

Results to be achieved by the consultant are:

- 1) An online consultation and coordination meeting with the partners at the beginning of the project is co-organized by TRIAL International and the consultant;
- 2) A work schedule is developed in consultation with TRIAL International and its partners;
- 3) A list of extraterritorial and universal jurisdiction cases that were introduced, or have seen developments, in 2024 is established based on publicly available information, and finalized with inputs from TRIAL International and its partners;
- 4) Cases that are not assigned to TRIAL International or the partners are researched based on publicly available information and written exchanges or interviews with relevant actors, and case sheets are drafted and finalized following TRIAL International review;
- 5) Case sheets received from TRIAL International and the partners are reviewed and harmonized;
- 6) A table with the key figures is established and most significant data is extracted;



- 7) The content table and the table of cases are drafted and other sections of the report (methodology and acknowledgements, and who we are) are updated;
- 8) The introductory article of the UJAR is drafted (min 2'000, max 2'500 words) in consultation with TRIAL International and its partners and finalized by integrating their inputs;
- 9) Coordination among TRIAL International and its partners is provided throughout the project;
- 10) Contribution to the conceptualization and organization of the launch event and, subject to organizational requirements, potential participation in the launch event.

2.3 SCOPE OF THE WORK

Geographical area to be covered: worldwide.

2.4 RESPONSIBLE BODY

TRIAL International

2.5 MANAGEMENT STRUCTURE

The Program Manager of TRIAL International's International Investigation and Litigation Program, based in Geneva, will be in charge of the overall implementation of the project, including the recruitment, progress and reporting of the consultant.

2.6 LOGISTICS AND TIMING

The consultant will work remotely.

The intended start date is 15 August 2024. The assignment must be fully completed by 30 April 2025 at the latest.

2.7 REPORTING REQUIREMENTS

The consultant will provide the following documents:

Name of document	Content	Time of submission
Work schedule	Work schedule	No later than 1 week after the start date.
Finalized list of cases	List of cases updated	No later than 1 month after the start date.
Case sheets written by the consultant	Case sheets	No later than 2 months after the start date.
Case sheets written by TRIAL International and its partners reviewed by the consultant	Case sheets	No later than 3 months after the start date.
Draft introductory article	Introductory article (draft)	No later than 3 months after the start date.
Final introductory article	Introductory article (final)	No later than 4 months after the start date.
Content table, methodology, acknowledgments and who we are sections	- Content table - Methodology and acknowledgments section - Who we are section	No later than 5 months after the start date.
Key figures table and table of cases	Key figures table and table of cases	No later than end of January 2025.



Finalized full report	Finalized full report	No later than 1 month before the end of termination of the contract.
Contribution to the launch event	Inputs on the format, target audience, key messages of the event and potential participation	No later than a month before the event (tentative date mid-April)

A digital version of the documents referred to above must be submitted to the Project Manager as identified in the contract. The documents must be written in English. The Project Manager is responsible for approving the documents.

2.8 MONITORING AND EVALUATION

Indicator: The Universal jurisdiction Annual Review 2025 is finalized.



3. INSTRUCTIONS TO TENDERERS

Date : 12/07/2024

Tender N° : UE4T_OT_05

The tender documents can be downloaded from TRIAL International website at <https://trialinternational.org/get-involved/work-with-us/>

3.1 SERVICES TO BE PROVIDED

The services required by the contracting authority are described in the terms of reference.

3.2 QUESTIONS

Tenderers may submit questions in writing to the following address: procurement@trialinternational.org until 4 August at 12pm (Central European Time). Please indicate "Question - Tender n. UE4T_OT_05" in the subject of the email. TRIAL International has no obligation to provide clarification for requests received after this date.

3.3 CONTENTS OF TENDERS

The tender must comprise of a technical offer and a financial offer, which must be submitted in separate envelopes. The outer envelope must thus contain two separate, sealed envelopes, one bearing the words 'Envelope A — Technical offer' and the other 'Envelope B — Financial offer'. Each technical offer and financial offer must contain one original, clearly marked 'Original', and one copy, marked 'Copy'.

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure;
- c) the words 'Not to be opened before the tender-opening session';
- d) the name of the tenderer.

The pages of the technical and financial offers must be numbered.

All correspondence and documents related to the tender must be written in English. Supporting documents and printed literature furnished by the tenderer may be in another language. Prices have to be in euro (€) and inclusive of all applied taxes.

Answers to this tender must include the following elements:

- 1) In 'Envelope A — Technical offer':
 - a) Proof of registration as an independent consultant or company registration documents;
 - b) Service Tender Submission Form;
 - c) List of names and CV of the proposed consultant;
 - d) Supporting document of the technical and professional capacity;



- 2) In 'Envelope B — Financial offer':
 - a) Financial offer Form.

Any missing information may lead to rejection of the offer.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

3.4 SUBMISSION OF TENDERS

Tenders must be sent by post and reach TRIAL International before 11 August 2024 at 5 pm (Central European Time) at the address: TRIAL International, Rue de Lyon 95, 1203 Geneva, Switzerland; or by email at the address: procurement@trialinternational.org.

Tenders submitted by any other means will not be considered. Late tenders will automatically be rejected.



4. EVALUATION GRID

	Maximum Points
Professional Experience	60
Professional certificate appropriate to this contract, such as a Master's Degree in International Human Rights Law, Humanitarian Law or International Criminal Law	5
At least 6 years of relevant experience, of which at least 4 in the international criminal justice sector	5
Extensive knowledge of extraterritorial and universal jurisdiction cases and legal frameworks	15
Experience in researching substantive and procedural aspects of international and national criminal law.	10
Experience in report writing with prior publication experience.	10
Experience in leading and coordinating a project having multiple partners	5
Full proficiency in English, including excellent English writing skills.	10
Organization and Methodology	20
Methodology proposed for the research	10
Work schedule proposed for the research	5
Availability	5
Total Score	80



5. SERVICE TENDER SUBMISSION FORM

Tender N° :

Please supply one signed tender. The attachments to this submission form may be in original or copy. If copies are submitted, the originals must be dispatched to TRIAL International upon request.

All data included in this application must concern only the legal entity making the tender.

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration.

5.1 TENDERER

Name: _____

Organization: _____

Address: _____

Email address: _____

Telephone: _____

Validity of the offer: _____ (minimum 4 months)



5.2 AREAS OF SPECIALISATION

Indicate your areas of specialist knowledge by placing a tick (✓) in the box corresponding to the specialization in which you have significant experience.

Areas of specialist knowledge	Tenderer's areas of specialist knowledge
Professional certificate appropriate to this contract, such as a Master's Degree in International Human Rights Law, Humanitarian Law or International Criminal Law	<input type="checkbox"/>
Extensive knowledge of extraterritorial and universal jurisdiction cases and legal frameworks.	<input type="checkbox"/>
At least 6 years of relevant experience, of which at least 4 in the international criminal justice sector	<input type="checkbox"/>
Experience in researching substantive and procedural aspects of international and national criminal law.	<input type="checkbox"/>
Experience in leading and coordinating a project having multiple partners.	<input type="checkbox"/>
Experience in report writing with prior publication experience.	<input type="checkbox"/>
Full proficiency in English, including excellent English writing skills.	<input type="checkbox"/>

Provide any supporting document of the technical and professional capacity, including 2 writing samples in English.

5.3 EXPERIENCE

Please fill in the table below with the 5 most relevant projects related to this contract carried out over the past 10 years.

Name of client	Type and scope of services provided	Description of project	Target Country/Group	Dates (start/end)	Sums received for the provision of the services mentioned



5.4 ORGANISATION AND METHODOLOGY

In maximum 2 pages, draft a short description of your proposed work schedule and methodology for the realization of the results set out in the ToR.

5.5 STATEMENT

I, the undersigned, being the authorized signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. I offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise my technical offer, and my financial offer, which is submitted in a separate, sealed envelope:

- Proof of registration as an independent consultant or company registration documents;
- Service Tender Submission Form;
- List of names and CV of the proposed consultant;
- Supporting document of the technical and professional capacity, including 2 writing samples;
- Financial offer form;

Signed by the tenderer

Name of the independent consultant or authorized representative in case of legal entity	
Signature	
Date	



6. FINANCIAL OFFER FORM

Tender N° : UE4T_OT_05

The financial offer shall not exceed 17'000 EUR.

Please see the ToR attached.

Budget is inclusive of all costs associated with completion of the work.

Please include a price breakdown based on the outputs/deliverables in the terms of reference:

#	Description	Estimated number of Working Days	Daily Rate	Total Price (in EUR) (inclusive of all applied taxes) To be filled by the Tenderer
1	Work schedule			
2	List of cases			
4	Case sheets written by the consultant			
5	Case sheets reviewed by the consultant			
6	Content table, methodology, acknowledgments and who we are sections			
7	Introductory article			
8	Key figures table and table of cases			
9	Inputs on the format, target audience, key messages of the launch event and potential participation			

<Date>

<Name of the independent consultant or authorized representative in case of legal entity>

<Signature of the independent consultant or authorized representative in case of legal entity >



7. TENDERER'S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for tender "UE4T_OT_05" we, <Name of the independent consultant or authorized representative in case of legal entity>, hereby declare that we:

- are submitting this tender on an individual basis for this contract. We confirm that we are not participating in any other tender for the same contract in any form;
- have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behavior which may distort competition at the time of submission of this tender according to Section 2.5.4. of the [practical guide](#);
- will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognize and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the [practical guide](#) or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10% of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
- are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

<Date>

<Name of the independent consultant or authorized representative in case of legal entity>

<Signature of the independent consultant or authorized representative in case of legal entity >



8. DECLARATION OF HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: (‘the person’)

The above-mentioned person declares that they are not in any of the following situations:

- it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation;
- it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence;
- it has been established by a final judgement that the person is guilty of fraud, corruption, criminal activities, child labor or other human trafficking;
- subject to or has any link with a person subject to the European Union’s financial sanctions list of persons, groups and organisations (EU Sanctions list).
- have been involved in the preparation of this procurement documents and procedure;
- is subject to conflicting interests which may negatively affect the contract performance.

The above-mentioned person must immediately inform TRIAL International of any changes in the situations as declared.

Full name

Date

Signature